

Director of the Office of Community Living – Job Description – DRAFT APRIL 2014

The Director of the Office of Community Living shall be a part of the Department of Health Care Policy and Financing's Executive Leadership Team. The goal of the Office is to redesign all aspects of the Long-Term Services and Supports (LTSS) delivery system, including service models, payment structures and data systems to create efficient and person-centered community-based care. All State agencies and divisions engaged in activities concerning Community Living shall coordinate with the Office on their activities, including, but not limited to, the Division of Housing, the Department of Public Health and Environment, and the Department of Human Services. Moreover, State agencies and divisions shall provide information to the Office and shall involve the Office in strategic decisions regarding Community Living.

The Office Director shall participate in the Community Living Advisory Group and provide oversight to its subcommittees and the implementation of recommendations coming from these subcommittees and the Community Living Advisory Group, in particular:

- Single Entry Point/Eligibility
- Care Coordination
- Workforce
- Regulatory Simplification
- Waiver Simplification

To ensure appropriate services are provided to clients, guiding principles of the Office shall be to:

- Provide services in a timely manner with respect and dignity;
- Strengthen consumer choice in service provision;
- Incorporate best practices in service delivery;
- Encourage integrated home- and community-based service delivery;
- Involve stakeholders in planning and processes;
- Incorporate supportive housing; and
- Improve eligibility determination processes for LTSS programs

The following divisions will report to the Office Director:

- Division for Intellectual and Developmental Disabilities
- Division of Long Term Services and Supports

These two divisions currently have significant efforts underway to transform Colorado's LTSS programs. These efforts include:

- Combining Home and Community-Based (HCBS) waivers to improve accessibility for clients
- Assessing the Feasibility of implementing Community First Choice

- Developing a new Universal Assessment Tool to replace the ULTC100.2
- Eliminating Conflict of Interest between eligibility determination, case management, and service provision
- Improving HCBS waiver programs
- Implementing new HCBS rules around person-centered planning and community-based settings.
- Addressing wait lists for HCBS waivers

The Office of Community Living is responsible for the following LTSS programs:

- Home and Community-Based Waivers (HCBS)
- Colorado Choice Transitions (Money Follows the Person)
- Community First Choice
- Nursing Facilities and Aging in Place Communities
- Alternative Care Facilities
- Hospital Back Up Program serving medically complex individuals
- Home Modification program

The Director of the Office of Community Living must have the following capabilities and skills sets:

- Strategic Planning and Visioning
- Implementation track record for new and transformative programs
- Excellent client and stakeholder relationship skills
- Medicaid knowledge and expertise across a broad range of areas
- Change Management and Project management expertise
- Management of large and complex programs
- Analytical and critical thinking skills
- Creative and innovative thinker and problem solver
- Results-oriented
- Strong leadership and management skills
- Expertise in the area of Long-Term Services and Supports
- Deep operational, financial and data analytic expertise
- Management of large teams